



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Animal Shelter Advisory Committee

Wednesday, November 13, 2024

10:00 AM

Animal Services Training Room

WORK SESSION BEGINS AT 10:00 A.M. IN THE ANIMAL SERVICES TRAINING ROOM

REGULAR MEETING TO FOLLOW IMMEDIATELY AFTER WORK SESSION

After determining that a quorum is present, the Animal Shelter Advisory Committee will convene in a meeting on Wednesday, November 13, 2024, at 10:00 a.m. in the Animal Services Training Room at the Linda McNatt Animal Care & Adoption Center, 3717 N. Elm Street, Denton, Texas at which the following items will be considered:

1. WORK SESSION

- A. [ASAC24-013](#) Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
 [Exhibit 2 - Presentation](#)

2. ITEMS FOR CONSIDERATION

- A. [ASAC24-010](#) Consider approval of the minutes for July 17, 2024.

Attachments: [July 17, 2024 ASAC Minutes](#)

- B. [ASAC24-011](#) Receive a report, hold a discussion, and give staff feedback regarding the proposed Euthanasia Decision Making Process Policy.

Attachments: [Exhibit 1 – Agenda Information Sheet](#)
 [Exhibit 2 - Draft Euthanasia Decision Making Process Policy](#)
 [Exhibit 3 - Presentation](#)

- C. [ASAC24-012](#) Receive a report, hold a discussion, and give staff direction regarding the Denton Animal Shelter Advisory Committee 2025 meeting schedule.

Attachments: [Exhibit 1- Agenda Information Sheet](#)
 [Exhibit 2- Ordinance 19-2865](#)
 [Exhibit 3-Animal Services Advisory Board 2025 Meeting Schedule](#)

3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Animal Shelter Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on November 9, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



City of Denton

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215 E. McKinney St.
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Legislation Text

File #: ASAC24-013, Version: 1

AGENDA CAPTION

Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Animal Services

ACM: Frank Dixon, Assistant City Manager

DATE: November 13, 2024

SUBJECT

Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

BACKGROUND

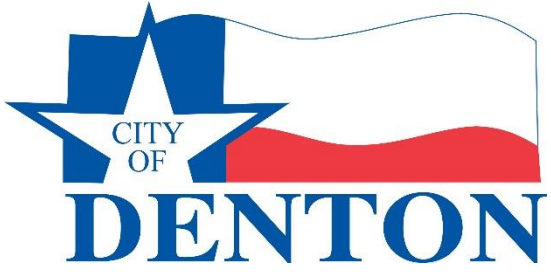
The purpose of this agenda item is for the Animal Services Department staff to provide periodic updates to the Animal Shelter Advisory Committee regarding programs, metrics, shelter, and field operations.

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Presentation

Respectfully submitted:
Nikki Sassenus
Director of Animal Services



Denton Animal Services Department Updates

November 13, 2024



Animal Services Supervisor

- Certified Animal Control Officer
- National (NACI) and Texas Certified Cruelty Investigator
- Certified Euthanasia Technician
- Over 250 CE credits in Animal Welfare

Ramon Orozco

ramon.orozco@cityofdenton.com

940.349.7693




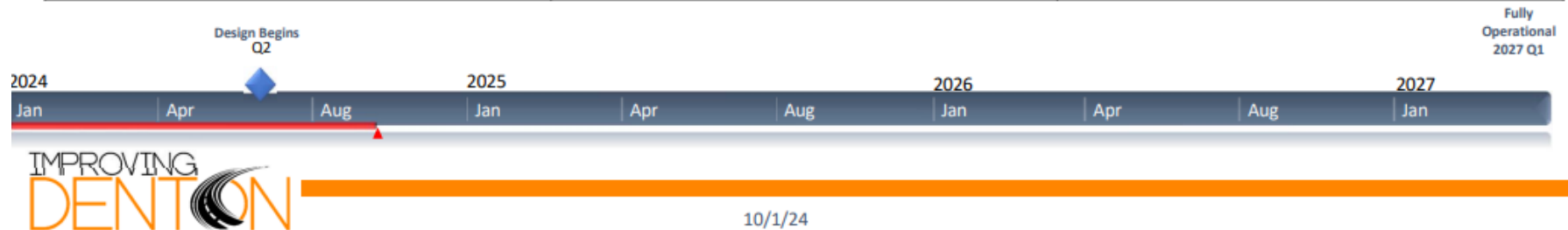
Bond Project Update

- CMAR contract to Council 8/20- Steel and Freeman
- 9/23/24 received 100% schematic drawings
- 10/30/24 will receive initial cost estimate from CMAR team

Linda McNatt Animal Care & Adoption Center



<p>PROJECT INFORMATION:</p> <p>Project Description</p> <ul style="list-style-type: none"> • Expand shelter capacity • Replace heating & air system • Relocate veterinary services • Relocate exercise yards <p>Status: Pre-Design Architect: Quorum Architecture Inc Construction Manager: Steele & Freeman</p>	<p>BUDGET RECAP:</p> <p>FY 2023-24: \$15,850,000</p>	
<p>ACHIEVEMENTS:</p> <ul style="list-style-type: none"> ✓ Architect Approved ✓ CMAR Approved ✓ Team Partnering Session ✓ Schematic Design 	<p>NEXT STEPS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial Cost Estimate <input type="checkbox"/> GMP/Early Procurement 	<p>RISKS/ NEEDS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Long lead items <input type="checkbox"/> Budget / schedule impacts <input type="checkbox"/> Phased construction <input type="checkbox"/> 100% operational





Existing Building	18,234 SF
Adoption Center Expansion	12,057 SF
Stray/Quar Expansion	2,141 SF
Vestibule at Clinic	212 SF
Total New Building	32,644 SF

****Conceptual Design DRAFT****

Conceptual Design DRAFT



RENDERINGS DISCLAIMER:

RENDERINGS ARE A CONCEPTUAL REPRESENTATION OF A FINISHED AND COMPLETED SPACE. MATERIALS AND FINISHES ARE SUBJECT TO VARY VISUALLY OR CHANGE AS THE DESIGN PROCESS PROGRESSES.

AUGUST 07, 2024

quorum
ARCHITECTURE · INTERIOR DESIGN

Conceptual Design DRAFT



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AUGUST 07, 2024
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ARCHITECTURE · INTERIOR DESIGN

Bond Project Things still TBD

- Brick pavers, granite pavers, and other memorial items
- Public Art Component
- Funding Gap
- Phasing and level of service during construction
- Partnerships



Bond Project Next Steps

- Cost estimates
- Construction drawings

Estimated Timeline:

- Break Ground May 2025
- Completion October 2027



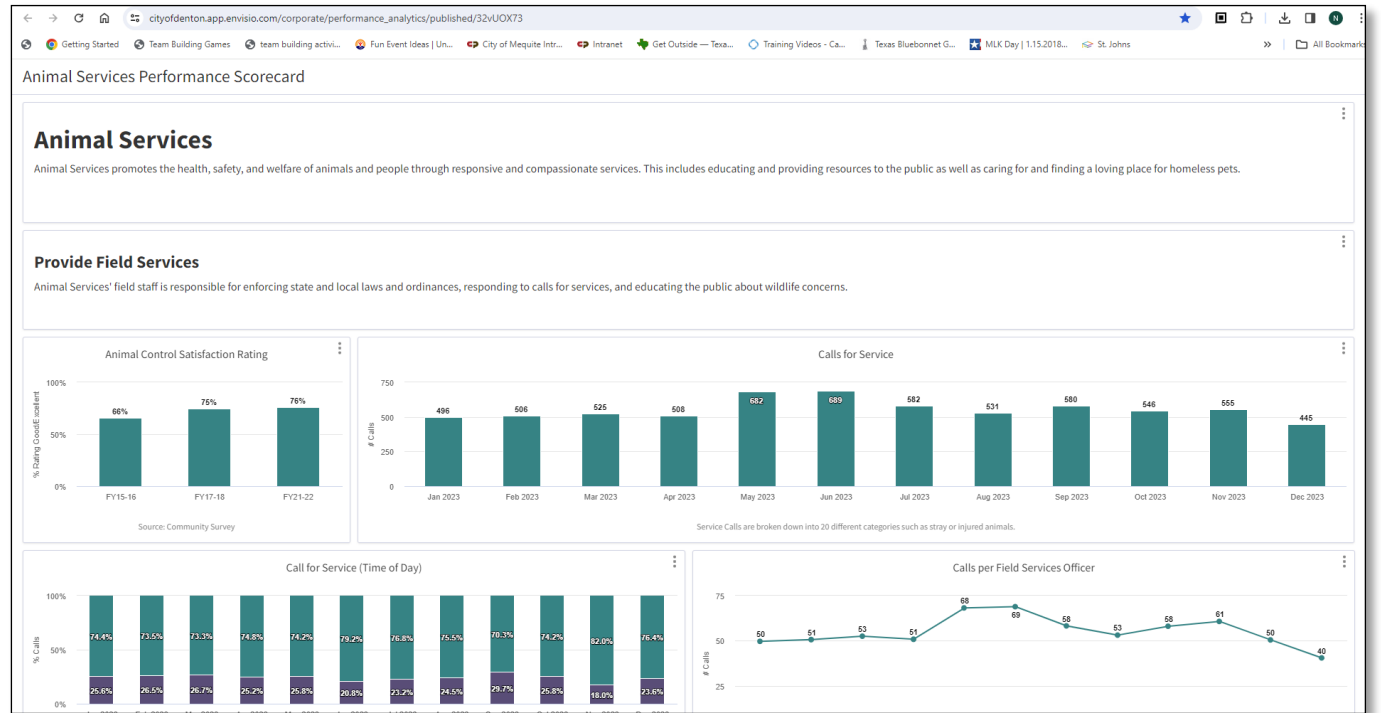
Budget FY 25 Update

- Adopted FY 25 Budget includes:
 - Baseline adjustments \$117,730
 - Supplementals:
 - Animal Care Technician (2FTEs) \$172,226
 - Behavior, Enrichment, Placement Coordinator (1FTE) \$96,284



Animal Services Performance Scorecard

https://cityofdenton.app.envisio.com/corporate/performance_analytics/published_static/hwZEF0tS



County Intake Data (June, July, August, Sept)

	FY 23/24				FY 22/23				FY 21/22			
	June	July	Aug	Sept	June	July	Aug	Sept	June	July	Aug	Sept
County Intake	55	46	55	43	28	25	17	23	66	58	49	41
County Payment	\$1,615	\$1,445	\$1,620	\$1,235	\$755	\$720	\$530	\$720	\$2,185	\$1,695	\$1,330	\$1,350



Vet Clinic Spay/Neuter Stats

Species	FY '24	FY '23	FY '22
Cat	1,505	1,069	1,055
Dog	1,179	865	1,183
Other	16	13	21
TOTAL	2,341	1,947	2,259



Kitten Season

Year	# of Kittens
2022	310
2023	375
2024 (Jan- present)	485

- 105 currently in foster care



Proposed Updated Vetting Protocol for Cats



Current:

- All cats FeLV/FIV tested during vetting at a cost of \$15.87 per test
- April 1, 2023- April 1, 2024:
 - 1,234 total cats tested
 - 21 positive test results (17 FIV and 4 FeLV)
 - Cost ~\$19,600

Proposed:

- Only test high-risk or sick cats
- ASV Guidelines recommend discontinuing testing of all healthy cats in the shelter
- Accuracy of tests
 - Tests have a high likelihood of false positives, especially in kittens.
 - It takes at least 30 days after infection for a cat to test positive for FeLV and at least 60 days after infection for a cat to test positive for FIV.
- Prevalence of these diseases is less than 3% nationwide
- Reallocate resources to Ponazuril treatment and community pet/outreach program



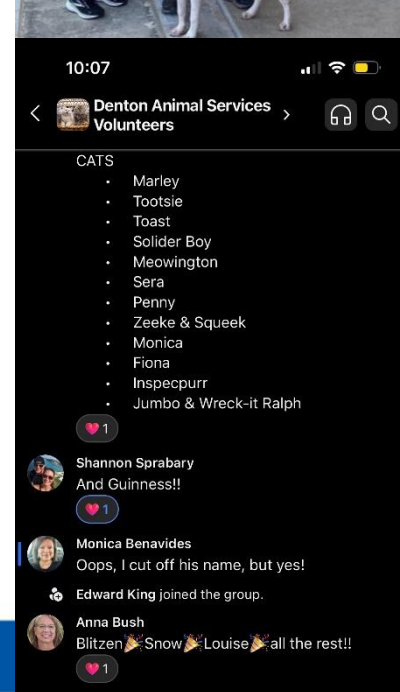
Community Pet Program

- Partnership with DASF, Our Daily Bread, Giving Grace to provide information for free sterilization and/or vaccination services for pets in need
- Since Jan. 1, 2024, have provided spay/neuter services for 86 community pets
- Provided pet services at Giving Grace event at Serve Denton on 10/19
- Vaccination clinic planning underway for spring



Volunteer Program

- In conjunction with the Denton Area Running Club, an orientation for the DARC Dog Runners was held. It was the first joint orientation in 5 years!
- In July, volunteers contributed 394 hours to the shelter.
- During the Clear the Shelters event on August 17, volunteers contributed a total of 57.49 hours.
- DAS continues to onboard new volunteers and provide opportunities for them to shadow current volunteers.
- A "GroupMe" was established to quickly communicate information with volunteers.



Clear the Shelters 2024

- Saturday, August 17th, 10am-5pm
- 263 visitors to shelter
- 57 total adoptions
 - 32 cats
 - 19 dogs
 - 3 guinea pigs
 - 1 rabbit



Animal Services Review

- Review of operations, policies, procedures conducted by outside, third-party consultant, Shelter Savvy
- Four-day onsite assessment, Sept 30- Oct 3, 2024
- Report outlines apparent needed changes and recommendations to bring shelter inline with nationally recognized best practices in animal shelters
- Shelter management to provide a response and a plan to address recommendations
- Will be shared with Council and the community



Questions





City of Denton

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215 E. McKinney St.
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Legislation Text

File #: ASAC24-010, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes for July 17, 2024.

City of Denton Animal Shelter Advisory Committee

Minutes

July 17, 2024

After determining that a quorum of the City of Denton, Texas, Animal Shelter Advisory Committee was present, the Committee convened in a Regular Meeting on Wednesday, July 17, 2024, at 10:00 a.m. in the training room at Linda McNatt Animal Care and Adoption Center, 3717 N. Elm Street, Denton, Texas.

Present: Chair Kathleen Duffy, Members Monica Benavides, Jonathan Birden, Diana Leggett, Emily McComas, Charlie Hunter, and Wanda Coonce.

Absent: None

1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

- None

2. ITEMS FOR CONSIDERATION

A. ASAC24-008: Consider approval of the minutes of May 8, 2024

The item was presented, and discussion followed.

Following discussion, Member Birden moved to adopt the item as presented; Member Charlie Hunter seconded. Motion carried.

AYES (7): Chair Kathleen Duffy, Members Monica Benavides, Jonathan Birden, Diana Leggett, Emily McComas, Charlie Hunter, and Wanda Coonce.

ABSENT (0):

NAYS (0): None

B. ASAC24-009: Receive a report and hold a discussion regarding Animal Services Department program, metrics, shelter, and field operations.

The item was presented, and discussion followed.

3. CONCLUDING ITEMS

- Member Leggett asked for an update on the Feline Calicivirus.

With no further business, the meeting was adjourned at 11:10 a.m.

KATHLEEN DUFFY
CHAIR
CITY OF DENTON, TEXAS

BELINDA HAWKINS
ADMINISTRATIVE ASSISTANT
CITY OF DENTON, TEXAS

MINUTES APPROVED ON: _____



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Legislation Text

File #: ASAC24-011, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff feedback regarding the proposed Euthanasia Decision Making Process Policy.



AGENDA INFORMATION SHEET

DEPARTMENT: Animal Services
ACM: Frank Dixon, Assistant City Manager
DATE: November 13, 2024

SUBJECT

Receive a report, hold a discussion, and give staff feedback regarding the proposed Euthanasia Decision Making Process Policy.

BACKGROUND

Denton Animal Services (DAS) is charged with providing for public safety in relation to animals in the community, and the welfare of animals in its care at the Linda McNatt Animal Care and Control Center. DAS has worked to establish a clear and consistent policy to ensure an animal's life is not ended except on the grounds of health, behavior, public health and safety, or unavoidable inhumane death once all practical options have been exhausted.

The animal welfare industry currently lacks an established, standardized process for making euthanasia decisions, which creates a significant gap in consistent practices across shelters and rescues. In working to develop the Euthanasia Decision Making Process Policy, a thorough review was conducted of suggested best practices from a variety of sources, including advocacy organizations, municipal shelters, rescues, and industry experts. Adaptations were made to align with the Denton Animal Shelter's specific operational needs while ensuring compliance with state and local regulations.

The proposed Euthanasia Decision Making Policy establishes limits for euthanasia, including a prohibition on the euthanasia of healthy adoptable animals, and the categories and criteria for when a euthanasia decision should be made. The policy establishes a review process to consider the animal's condition, prognosis, and DAS' ability to provide adequate care. A Review Team made of medical and animal welfare professionals are responsible for meeting to discuss the best course of action for the animal.

To facilitate the review process, the Welfare Assessment Tool was developed. These flow charts ensure all decision points and options have been considered and exhausted for every animal who is being considered for euthanasia.

A draft of the policy along with the Welfare Assessment Tool was reviewed with internal staff, contracted veterinary staff, and subject matter experts from Best Friends Animal Society and Shelter Savvy.

At this time, staff is seeking feedback from the Animal Shelter Advisory Committee on the proposed policy.

OPTIONS

N/A

RECOMMENDATION

N/A

ESTIMATED SCHEDULE OF PROJECT

After gathering input, Animal Services Department will facilitate next steps to prepare policy for Council review and adoption.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

N/A

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – DRAFT Euthanasia Decision Making Process Policy

Exhibit 3 –Presentation

Respectfully submitted:
Nikki Sassenus, Animal Services

DRAFT



CITY OF DENTON ANIMAL SERVICES

Department Policy Title:	Euthanasia Decision Making Process Policy
Policy Section and Chapter:	Animal Services, Euthanasia
Policy Type:	Department Policy
Implementation Date:	09/16/2024
Last Revision Date:	

POLICY PURPOSE STATEMENT

Denton Animal Services (DAS) is charged with providing for public safety in relation to animals in the community, and the welfare of animals in its care at the Linda McNatt Animal Care and Control Center.

The animal welfare industry currently lacks an established, standardized process for making euthanasia decisions, which creates a significant gap in consistent practices across shelters and rescues. A thorough review was conducted of suggested best practices from a variety of sources, including advocacy organizations, municipal shelters, rescues, and industry experts. Adaptations were made to align with the Denton Animal Shelter's specific operational needs while ensuring compliance with state and local regulations. Industry experts, City staff, City management, the Animal Services Advisory Committee, and the City Council were consulted to ensure that this policy is reflective of our community's values and priorities.

It is the policy of the City that it will maximize our resources to do everything possible to prevent, reduce, and treat physical, behavioral, or physiological problems of animals in its care. However, sometimes humane euthanasia of the animal is the most ethical course of action for them or for other animals in our care.

DAS has established euthanasia criteria to ensure an animal's life is not ended except on the grounds of health, behavior, public health and safety, or unavoidable inhumane death once all practical options have been exhausted.

DRAFT

POLICY

Limiting Euthanasia

1. Animal Services will work to provide positive outcomes for all animals that enter the shelter, and will endeavor to reach the below rates for live outcomes:
 - a. By December 31, 2025, 85%
 - b. Thereafter, 90%
2. No stray animal will be euthanized prior to expiration of its stray-hold period unless it is determined necessary by the Review and Assessment process outlined in this policy.
3. No stray animal will be euthanized on a day that the shelter is not open to the public unless it is determined necessary by the Review and Assessment process outlined in this policy.
4. Animal Services will not euthanize healthy adoptable animals.
5. No animal shall be euthanized solely because the Shelter is at capacity.
6. Euthanasia will be done in a manner that cannot be viewed by other animals and in accordance with Texas Administrative Code, Subchapter D.
7. The Animal Services Director (or their designee) shall approve all animal euthanasia.
8. Staff and volunteers are encouraged to bring any questions or input on an animal scheduled for euthanasia to the Director (or their designee).
9. Any animal that has been approved for euthanasia due to its suffering from an injury or sickness shall be euthanized immediately to prevent prolonged or unnecessary suffering.

Reasons for Euthanasia

This policy ensures euthanasia decisions are applied consistently and provide the best service to the community and animals in our care.

Euthanasia decisions will be considered based on the following categories: Medical, Behavioral, Legal, Owner Requests, Wildlife, Prohibited Animals, and Neonates and Unweaned Animals. Each category will have a set of criteria for when a euthanasia decision should be made.

Euthanasia Categories and Criteria

Medical

Animal medical professionals will outline for shelter management what care would be necessary to treat medical conditions that cause suffering or present a danger to other animals or people. Shelter management will, to the extent possible, attempt to meet these standards of care to save animal lives. There will be cases where care requirements exceed the ability of the shelter or its partners to provide, such as:

DRAFT

- An animal that is suffering from an acute or chronic disease, illness, condition, or pain that cannot be alleviated to a satisfactory degree, given the practical and financial resources available.
- An animal that is suffering from an acute or chronic disease or illness that poses a risk to other animals or to people.

Behavioral

Behavioral information will be gathered through surrender forms and detailed observations from staff and volunteers in various settings (e.g., playgroups, vet exams, walks, foster care). Shelter management will, to the extent possible, attempt to remediate behavioral issues or concerns to allow for safe adoption or placement of the animal through training, treatment, medication, and other resources. There will be cases where behavior modification is not possible, such as:

- An animal with a behavioral problem that results in suffering that cannot be mitigated.
- An animal with a behavioral problem that presents a risk to itself, other animals, people, or the environment that cannot be mitigated.

Legal

- An animal that has been ordered by the courts to be euthanized.
- An animal that must be euthanized to comply with state or local laws.

Owner Requested Euthanasia

- DAS will not euthanize healthy adoptable animals in line with this policy's Limiting Euthanasia section. Animals who are surrendered for euthanasia will be handled instead as owner surrenders and subject to a euthanasia review in accordance with this policy.

Wildlife

- Wildlife suffering from an injury that cannot be alleviated to a satisfactory degree.
- Wildlife or high-risk rabies vectors who are at higher risk to transmit the virus to other animals or people. These include bats, racoons, skunks, foxes, and coyotes.
- Neonates or unweaned wildlife without a mother who cannot be given appropriate care given the practical resources available.

Prohibited Animal

- An animal that is prohibited by state or local regulations and cannot be placed in a timely manner with a rescue or other animal welfare entity.

Neonate or Unweaned Animals

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- Neonates or unweaned (unable to eat on its own) animals without a mother who cannot be given appropriate care.

Review Team

The Review Team (Team) will consist of the following:

- Doctor of Veterinary Medicine
- Member of Management Team (shelter supervisor or shelter manager)
- Shelter Staff member who has a history of working with the animal (when applicable)
- Animal Services Officer

Review and Assessment Process

When staff become concerned about the welfare of an animal and our ability to provide adequate care, the Team will meet to discuss and recommend if humane euthanasia may be the best course of action for the animal.

The Team will physically view the animal, pull the animal's PetPoint Report, discuss the notes and experience working with the animal, work through the Welfare Assessment Tool, and note all steps that have been taken to provide for the best welfare of the animal.

The Team will submit all documentation, including the completed assessment, to the Animal Services Director (or their designee) for review.

The Animal Services Director (or their designee) will review all case notes and the findings of the Team for form and consistency before authorizing the euthanasia of the animal.

Court ordered or legally required euthanasia is not subject to Team review and assessment.

Emergency Euthanasia

There may be times when convening the Team to conduct a Review and Assessment is not feasible. In cases of extreme need, the Animal Services Director or their designee may authorize an Emergency Euthanasia. Any Emergency Euthanasia will be reviewed by the Team for consistency with this policy and their findings will be documented in PetPoint.

The Emotional Impact of Euthanasia

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While certain staff are responsible for performing euthanasia, from time to time, employees may ask to be excused from performing the euthanasia of individual animals they may have worked with closely. City employees have access to an Employee Assistance Program that can provide help when coping with euthanasia.

Staff members, volunteers, external stakeholders, and any other concerned parties must bring questions about euthanasia decisions directly to a supervisor, manager, or Animal Services Director. Questions should not be directed to the individuals who performed the euthanasia.

ROLES AND RESPONSIBILITIES

The Team is responsible for conducting timely and thorough meetings to review and discuss the best course of action for each animal reviewed. They are responsible for ensuring the discussion consists of physically viewing the animal, review of the animal's records in PetPoint, use of the Assessment Tool, and recording their findings.

The DVM member on the Team is responsible for providing an explanation of what would be required to appropriately treat or appropriately provide for the animal's medical well-being.

The Management Team Member on the Team is responsible for recording all notes and completing documents for the Team and submitting findings to the Animal Services Director.

The Animal Services Director (or their designee) is responsible for reviewing all recommendations for euthanasia to ensure all steps of the review and assessment process have been followed and documents have been entered into PetPoint. The Director (or their designee) is also responsible for entering the final euthanasia approval in PetPoint.

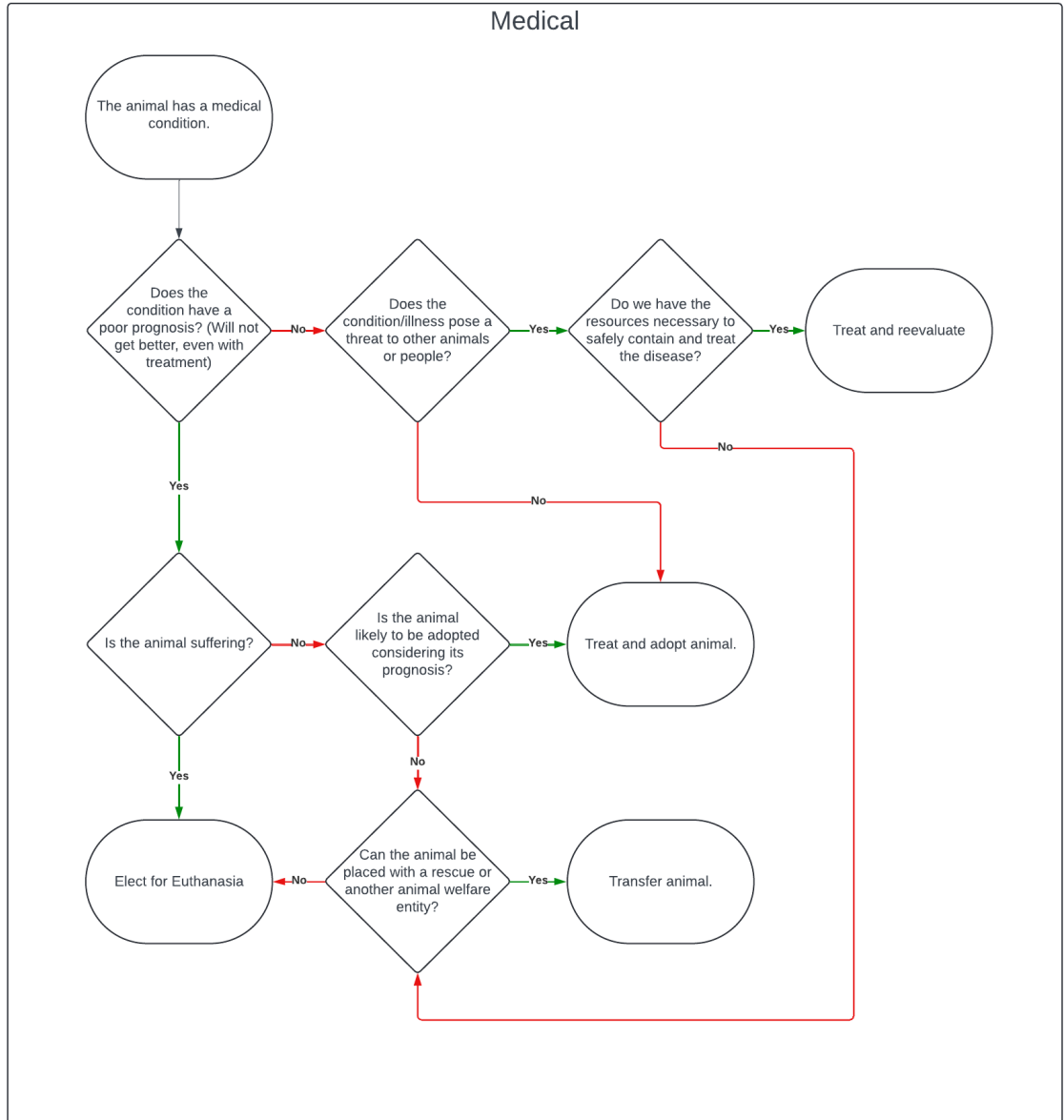
REFERENCES

- Welfare Assessment Tool
- Euthanasia Decision Making- Review Team Assessment Form

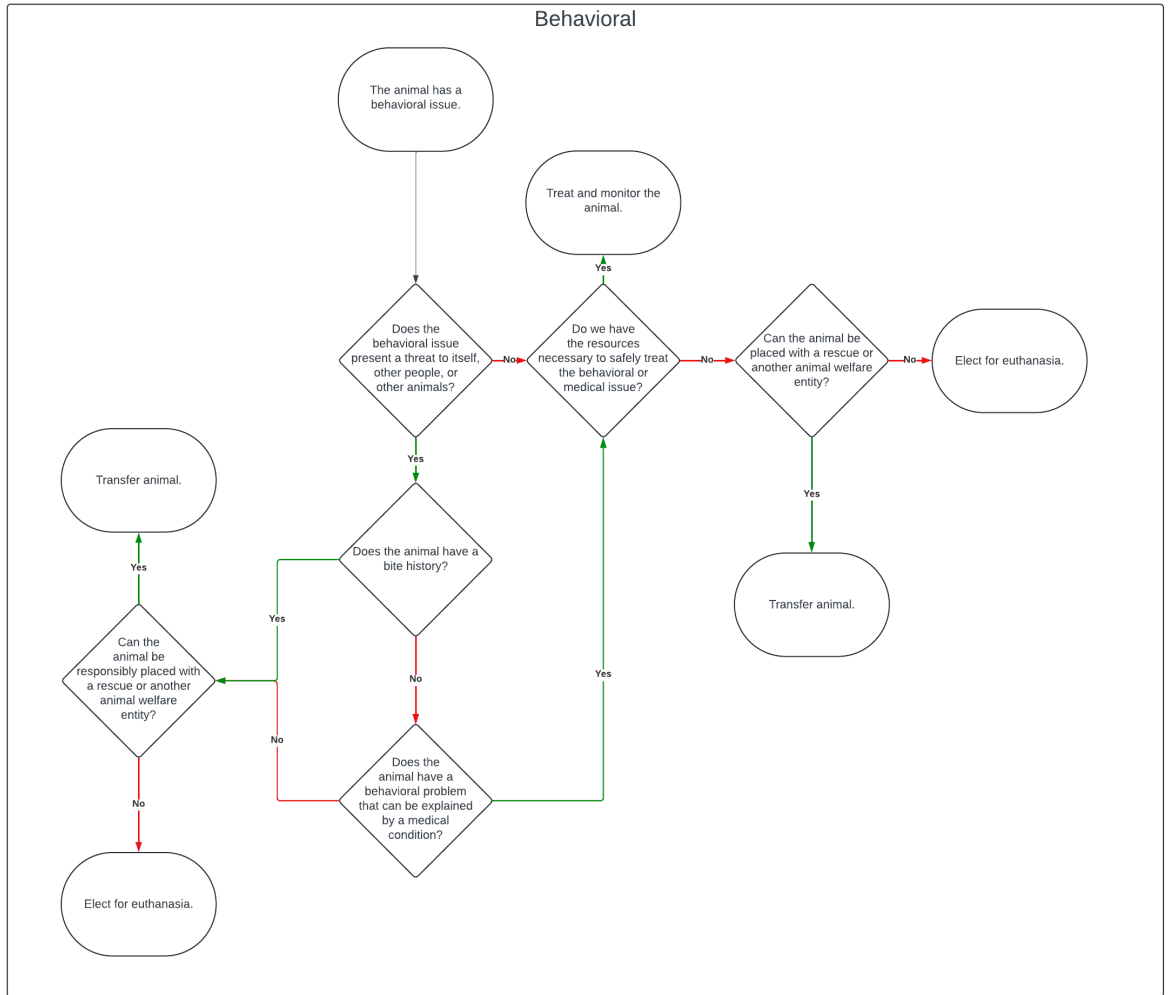
Revision History

Revision Date	Policy Owner	Summary
09/16/24	Director of Animal Services	Initial Adoption

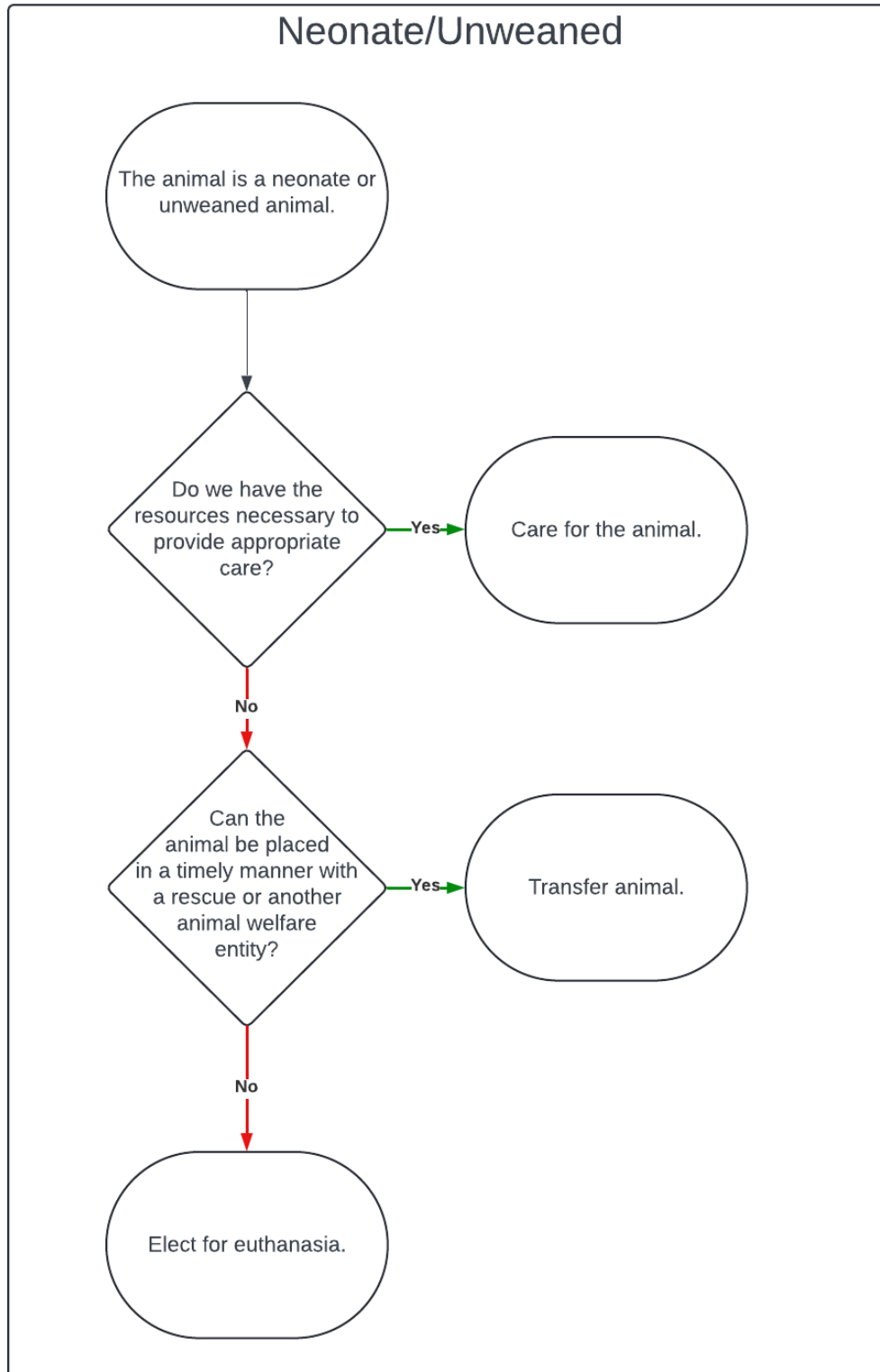
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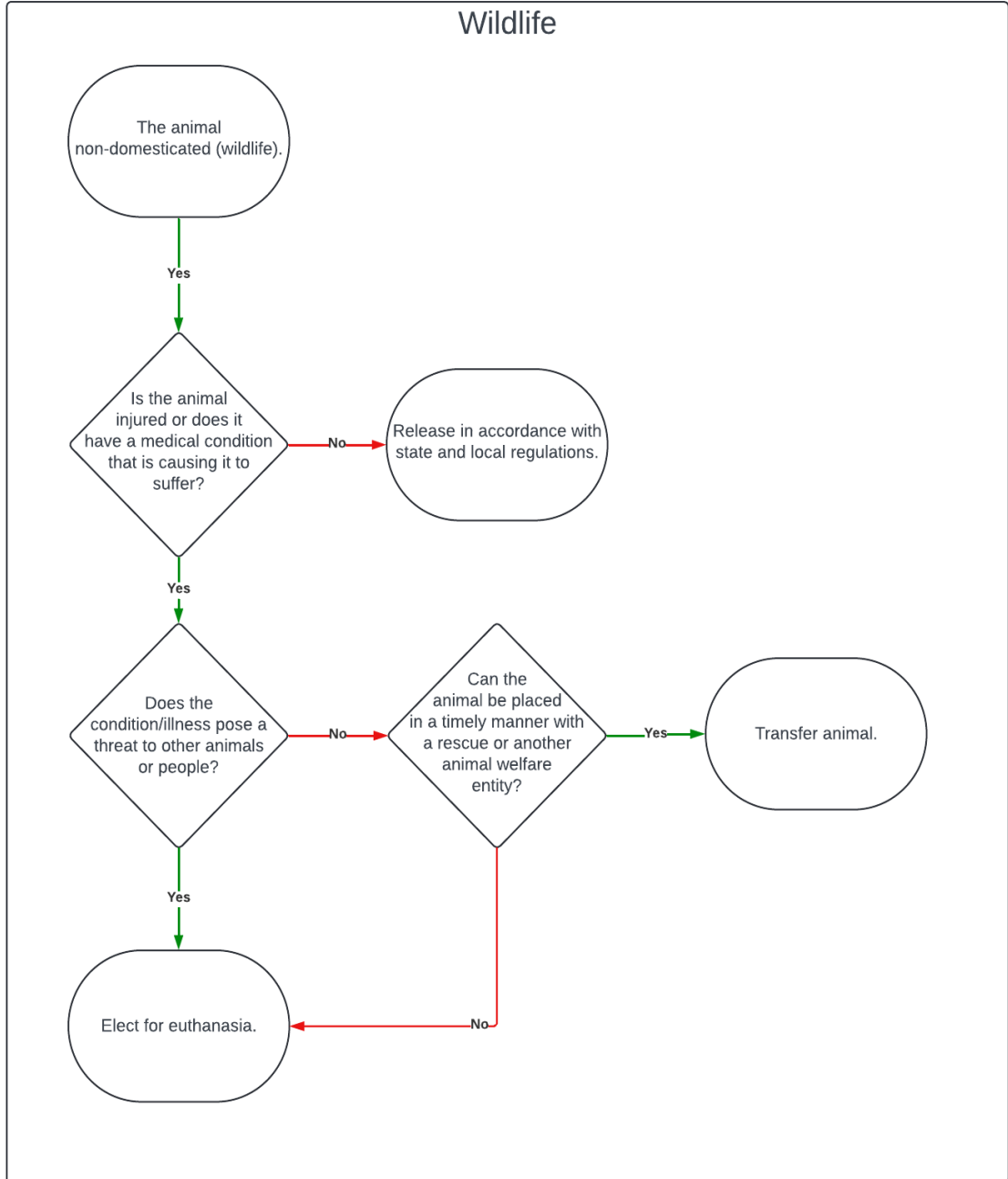
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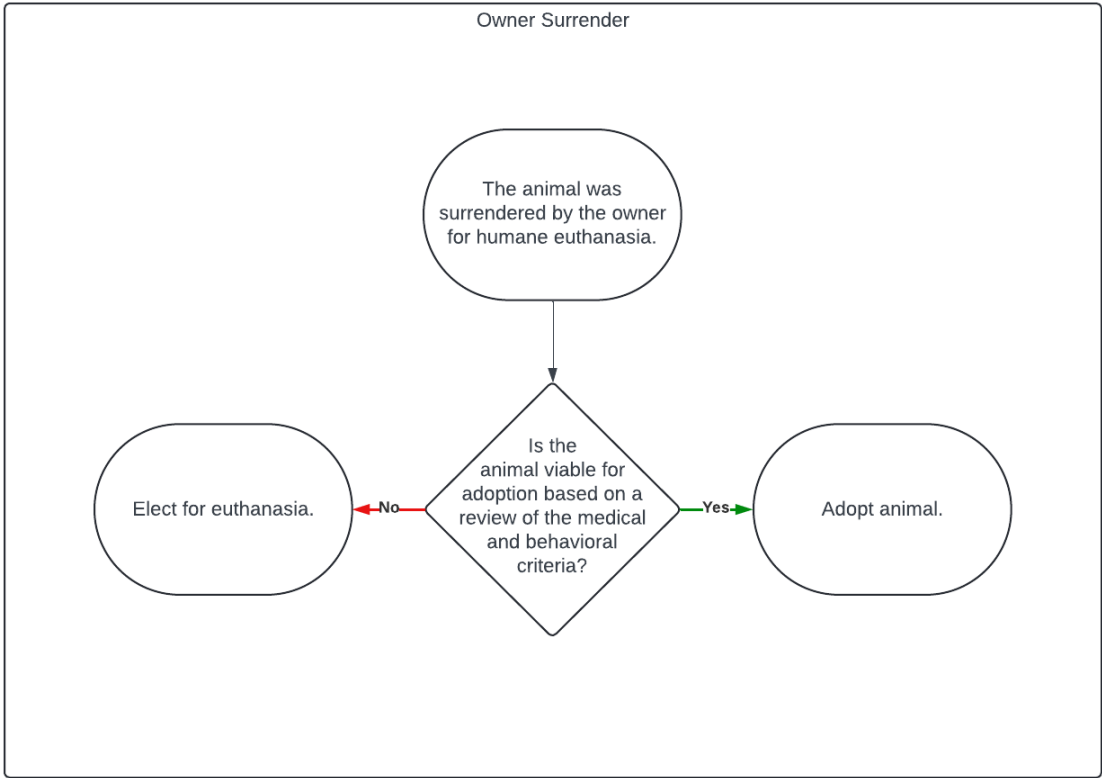
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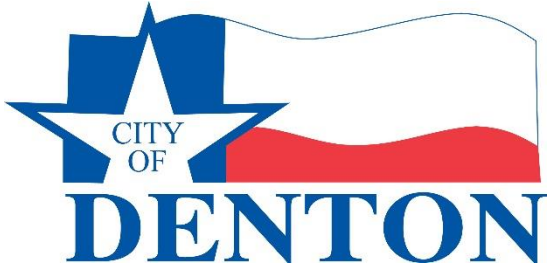


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Euthanasia Policy

November 13, 2024



Current Practice and Challenges

- No formal, written, adopted policy
- Animal Industry lacks an established, standardized process
- Lack of consistent practices across shelters and rescues



Policy Purpose

- Establish why euthanasia would be considered
- Provide consistency and transparency in decision making process
- Set clear limits on acceptable practice
- Establish clear categories and criteria
- Define who is involved in the decision and each person's role and responsibilities
- Ensure all practical alternative to euthanasia have been exhausted



Policy Development

- Review of suggested best practices from a variety of sources
 - Advocacy organizations
 - Municipal shelters
 - Rescues
- Draft of policy review
 - Internal Staff
 - Best Friends Animal Society
 - Outside Consultant (Shelter Savvy)



Next Steps

- Currently Beta testing process
- Review with Animal Shelter Advisory Committee
- Review by City's Policy Review Committee
- Work Session with Council (tentatively January 2025)
- Adoption by Council



Questions





City of Denton

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Legislation Text

File #: ASAC24-012, Version: 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the Denton Animal Shelter Advisory Committee 2025 meeting schedule.



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Animal Services
ACM: Frank Dixon, Assistant City Manager
DATE: November 13, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the Denton Animal Shelter Advisory Committee 2025 meeting schedule.

BACKGROUND

Ordinance 19-2865 (**Exhibit 2**) was adopted by City Council on January 28, 2020 and amended Section 2-29(h) of the Denton City Code to require Boards, Commissions, and Committees adopt a regular meeting schedule each year.

The requirement can be found in Section 2-29(h)(4)(c) and reads as follows:

Unless otherwise provided by law, each board, commission, or committee, shall adopt a regular meeting schedule by no later than the body's first meeting of the calendar year. All regular meeting schedules shall be sent to the City Secretary's Office for official record keeping purposes upon adoption. Regular meeting schedules should include all planned meetings the body intends to have during the calendar year.

As such, the Denton Animal Services Advisory Committee will discuss adopting the proposed meeting schedule for 2025 (**Exhibit 3**).

Because it is understood that the start time and meeting location can vary based on room availability, that information is not included as part of the proposed schedule. The requirement for an annual schedule was to clearly define the day/month. If at any point in time a meeting cannot/will not be held, a cancellation notice will be duly posted in coordination with the City Secretary's Office. There will be no need to amend the meeting schedule should a meeting have to be cancelled.

OPTIONS

Approve, deny or make revisions

RECOMMENDATION

Approve meeting schedule as presented.

ESTIMATED SCHEDULE OF PROJECT

N/A

EXHIBITS

Exhibit 1- Agenda Information Sheet
Exhibit 2- Ordinance 19-2865
Exhibit 3- 2025 Meeting Schedule

Respectfully submitted:
Nikki Sassenus, Director of Animal Services

ORDINANCE NO. 19-2865

AN ORDINANCE OF THE CITY OF DENTON AMENDING THE CITY OF DENTON CODE OF ORDINANCES (CODE) SECTION 2-29 (CITY COUNCIL RULES OF PROCEDURE) SUBSECTION (H) (CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS) REQUIRING BOARDS, COMMISSIONS, AND COMMITTEES TO ESTABLISH A REGULAR MEETING SCHEDULE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Denton creates various boards, commissions, and committees to participate in the City's governmental process, and give input on topics of community importance; and

WHEREAS, the City Council recognizes that board, commission, and committee membership is a significant time commitment for Denton residents; and

WHEREAS, the City Council desires to help members of boards, commissions, and committees better understand the time commitment and meeting schedule of their respective seat by requiring the adoption of regular meeting schedules annually; and

WHEREAS, Denton City Council meetings are conducted in accordance with the Council Rules of Procedure set forth in Section 2-29 of the Denton City Code of Ordinances; NOW THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. That Section 2-29 (h) of the Denton Code of Ordinances, known as the Denton City Council Rules of Procedure, is hereby amended to read as follows:

(h) *Creation of committees, boards and commissions.*

(1) *Council committees:* The council may, by resolution and as the need arises, authorize the appointment of council committees. Any committee so created shall cease to exist when abolished by resolution of the council. Council committees shall comply with the Texas Open Meetings Act.

(2) *Citizen boards, commissions, and committees:* The council may create other citizen boards, commissions, and committees to assist in the conduct of the operation of the city government with such duties as the council may specify not inconsistent with the City Charter or Code. Creation of such boards, commissions, and committees and memberships and selection of members shall be by council resolution if not otherwise specified by the City Charter or Code. Any board, commission, or committee so created shall cease to exist when abolished by a resolution approved by the council. No committee so appointed shall have powers other than advisory to the council or to the city manager, except as otherwise specified by the Charter or Code. All citizen boards, commissions, and committees shall comply with the procedural requirements of the Texas Open Meetings Act. Any reference in this article to "citizen boards, commissions,

and committees" includes citizen task forces and citizen ad hoc boards, commissions, and committees unless otherwise indicated herein.

(3) *Appointments:*

- a. Individual city council members making nominations for members to citizen boards, commissions, and committees will consider interested persons on a citywide basis.
- b. The city council will make an effort to be inclusive of all segments of the community in the board, commission, and committee appointment process. City council members will consider ethnicity, gender, socio-economic levels, and other factors to ensure a diverse representation of Denton citizens.
- c. The city council will take into consideration an individual's qualifications, willingness to serve, and application information in selecting nominations for membership to each board, commission, and committee.
- d. In an effort to ensure maximum citizen participation, city council members will continue the general practice of nominating new citizens to replace board members who have served three (3) consecutive terms on the same board per the provisions of Denton Code of Ordinances, section 2-65. This provision does not apply to citizen task forces and citizen ad hoc committees.
- e. Each city council member will be responsible for making nominations for board, committee, and commission places assigned to him or her, which shall correspond to the city council member's place. Individual city council members will make nominations to the full city council for the governing body's approval or disapproval.

(4) *Rules of procedure:*

- a. All board, commission, and committee members, including citizen board, commission, and committee members, shall comply with the provisions of article II of chapter 2 of the Code of Ordinances. All board, commission and committee members, including citizen board, commission, and committee members, shall be provided a copy of these rules of procedure and a copy of the City of Denton Handbook for Boards, Commissions and Committees, which shall govern operational procedures of all boards, commissions and committees, including citizen boards, commissions, and committees. All boards, commissions, and committees, including citizen boards, commissions and committees, shall comply with these rules as to the preparation of minutes of meetings, and such minutes shall be prepared in accordance with the policies and procedures of the city secretary.
- b. All citizen board, commission, and committee members shall comply with the procedural requirements of the V.T.C.A., Texas Government Code Chapter 551, also known as the "Texas Open Meetings Act" as they appear now or may be amended in the future. Notice of all meetings shall be posted in compliance with the Texas Open Meetings Act and minutes and records will be maintained in accordance with requirements of the city secretary's office. Each citizen board, commission, and committee member shall be provided a copy of the Texas Open Meetings Act. Penalty provisions of the Texas Open Meetings Act shall only

apply to citizen boards, commissions, and committees with rule making or quasi-judicial power, as set forth in the Texas Open Meetings Act and as interpreted by Texas Courts.

c. Unless otherwise provided by law, each board, commission, or committee, shall adopt a regular meeting schedule by no later than the body's first meeting of the calendar year. All regular meeting schedules shall be sent to the City Secretary's Office for official record keeping purposes upon adoption. Regular meeting schedules should include all planned meetings the body intends to have during the calendar year.

SECTION 2. The provisions of this Ordinance are severable, and the invalidity of any phrase, clause, or part of the Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

SECTION 3. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by PAUL MELTZER and seconded by KEELY BRIGGS, the ordinance was passed and approved by the following vote [6 - 0]:

	Aye	Nay	Abstain	Absent
Chris Watts, Mayor:	<u>✓</u>	_____	_____	_____
Gerard Hudspeth, District 1:	<u>✓</u>	_____	_____	_____
Keely Briggs, District 2:	<u>✓</u>	_____	_____	_____
Jesse Davis, District 3:	<u>✓</u>	_____	_____	_____
John Ryan, District 4:	_____	_____	_____	<u>✓</u>

Deb Armintor, At Large Place 5: ✓ _____

Paul Meltzer, At Large Place 6: ✓ _____

PASSED AND APPROVED this the 20th day of January, 2020.

Chris Watts
CHRIS WATTS, MAYOR

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: Rosa Rios

APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY

BY: Aaron Leal



Animal Services Advisory Committee

2025 Meeting Schedule

Meetings will typically be held bi-monthly on the second Wednesday of the month at 10:00am at the Linda McNatt Animal Care and Control Center.

**Dates and times may be changed due to any unforeseen circumstances.

2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

August						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			